



## Southern Regional AHEC CTC

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Subject: Southern Regional AHEC CTC Exam Guidelines & Security Policy

1. The term exam in this document refers to the exam and any completed answer sheets
2. AHA exams and Precourse Self-Assessments are copyrighted.
  - a. They cannot be altered in any way
  - b. They cannot be posted to any internet or intranet site
    - i. Do not email exams
    - ii. Do not upload exams to a cloud-based server (e.g., Google Drive, iCloud)
  - c. If an exam needs to be transmitted, it must be done via mail or fax and sent only to authorized parties
3. Exams must be obtained from the instructor's TC
  - a. The Training Center will keep a list of how many and what types of exams each instructor has access to (including digital exams)
  - b. Borrowing exams is unauthorized
4. All copies of exams must be surrendered to the TC upon request
5. Only instructors in a discipline may have access to that exam
6. All exams must be proctored
7. When not in use, exams must be secured behind a double lock that only authorized personnel have access to
8. If an exam is missing, it must be reported to the Training Center immediately
9. AHA exams are open resource
  - a. AHA books and notes in class are allowed
  - b. Internet and student discussion is not allowed
10. Instructors should not coach students to receive 100% on their exams, coaching includes but is not limited to
  - a. Reading test questions from exams during the course
  - b. Giving out guides with test questions or answers to be used as "notes"
  - c. Using a test as a pretest
11. Damaged exams must be shredded
12. The proper exam must be used for each course
  - a. 2020 ACLS Instructor Essentials
  - b. 2020 ACLS
  - c. 2015 ACLS EP
  - d. 2020 BLS Instructor Essentials
  - e. 2020 BLS
  - f. 2020 Heartsaver Instructor Essentials
  - g. 2020 Heartsaver Pediatric Total
  - h. 2020 Heartsaver Pediatric
  - i. 2020 Heartsaver First Aid CPR AED
  - j. 2020 Heartsaver Pediatric CPR AED
  - k. 2020 Heartsaver Adult Total
  - l. 2020 Heartsaver Adult FA
  - m. 2020 Heartsaver Adult FA CPR AED
  - n. 2020 Heartsaver Adult CPR AED
  - o. 2020 PALS Instructor Essentials
  - p. 2020 PALS
  - q. 2015 PEARS Instructor Essentials
  - r. 2015 PEARS